

DIVERSITY CONSULTANT

DISTINGUISHING FEATURES

The fundamental reason the Diversity Consultant exists is to provide strategic consulting, organizational development, and training in the areas of diversity learning and management, as well as assists with human resource professional supported counsel to departments in the areas of training and facilitation within the organization. This classification is not supervisory. Work is performed under general supervision by the Diversity and Dialogue Director. The Diversity Consultant is distinguished from the Sr. HR Analyst and the Learning and OD Consultant by the type of assignments in relation to independent judgment, complexity and sensitivity of the work assigned, including regular projects with both internal and external (community) stakeholders.

ESSENTIAL FUNCTIONS

Designs and facilitates diversity training curriculums and Civil Treatment for employees, managers, all new hires, and existing employees.

Provides consulting services to departments focusing on organization development and process management. Facilitates work groups and teams to improve performance and increase effectiveness and efficiency.

Plans, organizes and directs the **Scottsdale Voices** program that engages staff, elected officials, and citizens in conversations about values as they relate to community identity, citizenship, diversity, as well as city-wide and neighborhood issues. Such programs include the Cross Cultural Communication Series and Public Dialogues.

Functions as the administrative staff liaison to the Scottsdale Human Relations Commission.

Assists in organizational development activities such as strategic planning, process improvements, and other business needs projects for a variety of departments.

Collaborates and coordinates with City management on the logistics and resources for the Boards, Commission & Committee Orientation.

Provides staff support to the Diversity Advisory Committee.

Facilitates and/or mediates meetings among several groups of people towards a positive resolution.

Trains, mentors, and coaches City staff to enhance their understanding and facilitation skills in promoting greater civil participation for the well being of the community.

Researches and reviews current City policies, practices, programs, community needs and recommends and implements new programs, practices and services.

Collects and analyzes data in order to make recommendations in a verbal or written reports to other City staff, management, elected officials, and citizens.

Develops communication pieces to share information with the public about city services and programs with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Supports organizational strategies that encourage valuing people's input, empowering employees

to help drive culture change, and encouraging teams to work together towards common goals.

Encourages effective working relationships with all people in the organization to develop quality long-lasting results for the community while exploring new possibilities for programs and service delivery.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Research methodology and techniques
Organizational Development theories and principles
Facilitation and mediation techniques

Ability to:

Demonstrate excellent interpersonal skills.
Conduct research
Develop and make presentations
Facilitate/Mediate volatile groups of people with conflicting points of view on issues.
Perform research, analyzing trends and information and making recommendations
Establish and maintain effective relationships with co-workers, city staff and the general public.
Give outstanding presentations to a variety of large community groups.
Personify a commitment to quality and promote teamwork.
Coordinate visual and muscular dexterity to enter data or information into a terminal, PC or other keyboard device.
Operate a variety of standard office equipment including a personal computer and a variety of computer software, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
Communicate both verbally and in writing with all levels of the organization.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education and experience equivalent to a bachelor degree in communications, public policy, political science or a related field and five years experience in developing and administering citywide communication and outreach programs.

FLSA Status: Exempt

HR Ordinance Status: Unclassified